

Provider Enrollment Facility/Agency/Organization (FAO) Provider Step 3: Add Specialties

"Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time."

-Provider Relations

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Provider Enrollment Process Overview

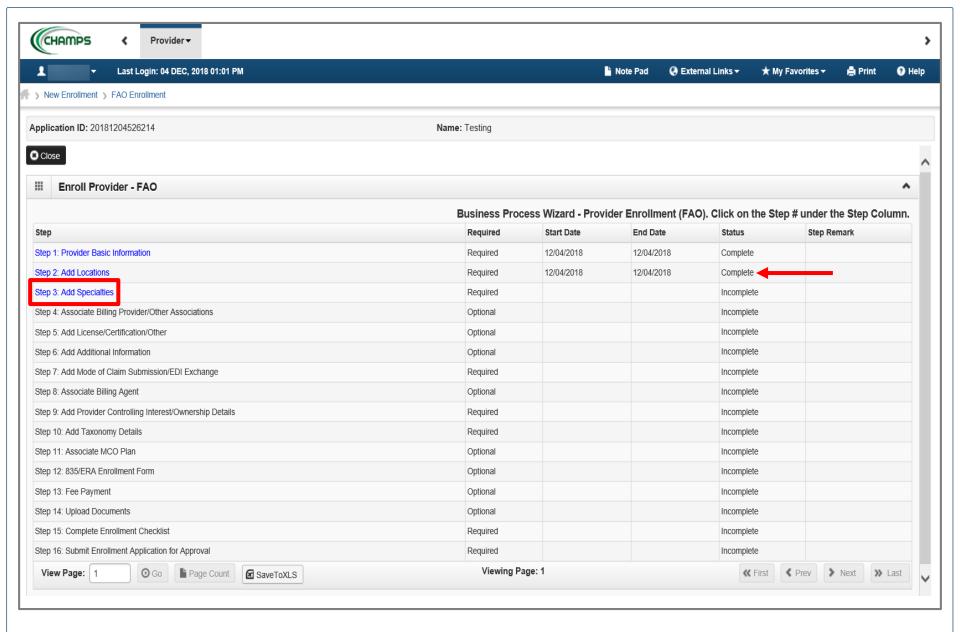
- Step 1: Determine if provider needs to enroll with CHAMPS Michigan Medicaid
 - Policy Bulletin MSA: <u>13-17</u>
 - Policy Bulletin MSA: <u>18-47</u>
 - Policy Bulletin MSA: 19-20
- Step 2: <u>Determine CHAMPS Enrollment Type</u>
- Step 3: Register with SIGMA Vendor Self Service
 - After completing SIGMA registration allow 3-5 business days to begin and complete the CHAMPS application. If you attempt to enroll in CHAMPS during this time you may get an error when validating your information.
- Step 4: Register for a MILogin Account for Access to CHAMPS
- Providers wishing to elect another person to have Domain Administrator rights are required to submit:
 - Form: Electronic Signature Agreement Cover Sheet (MDHHS-5405)
 - Form: Electronic Signature Agreement (<u>DCH-1401</u>)



Starting a New Facility/Agency/Organization (FAO) Enrollment Application

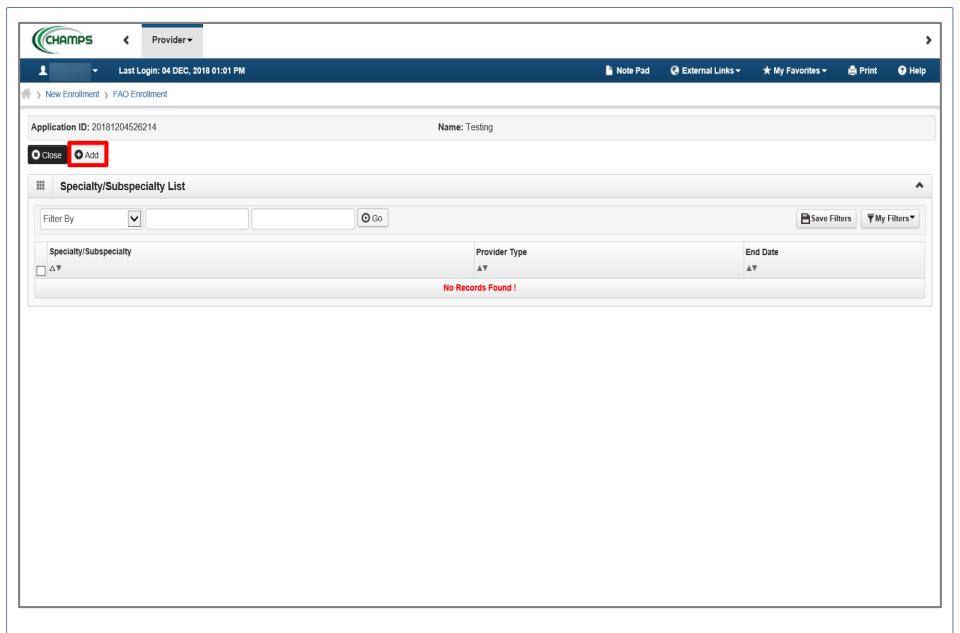
Details to Step 3: Add Specialties

Track Application – PDF



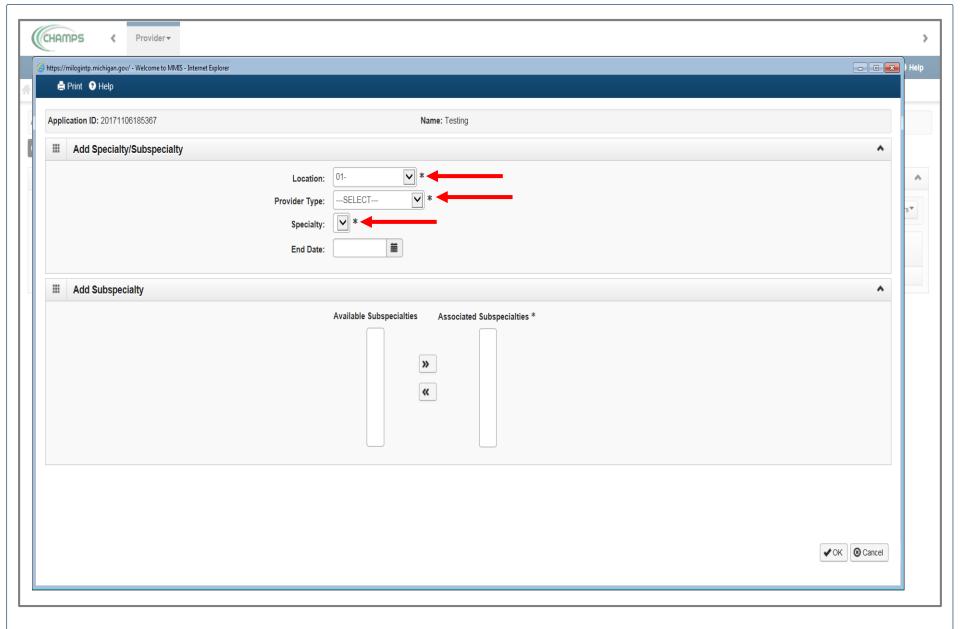
- Step 2 is complete
- Click on Step 3: Add Specialties





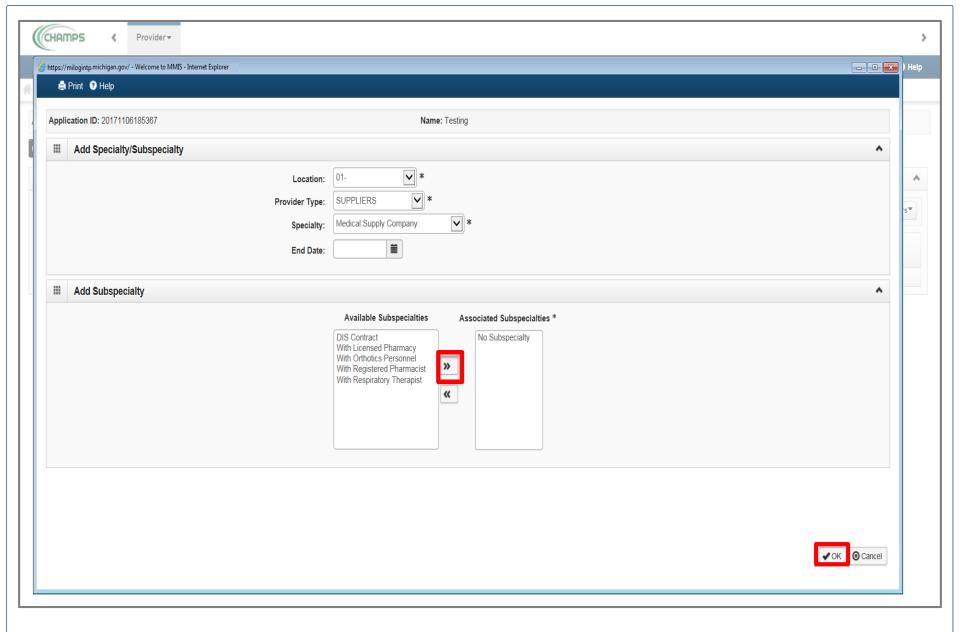
Click Add





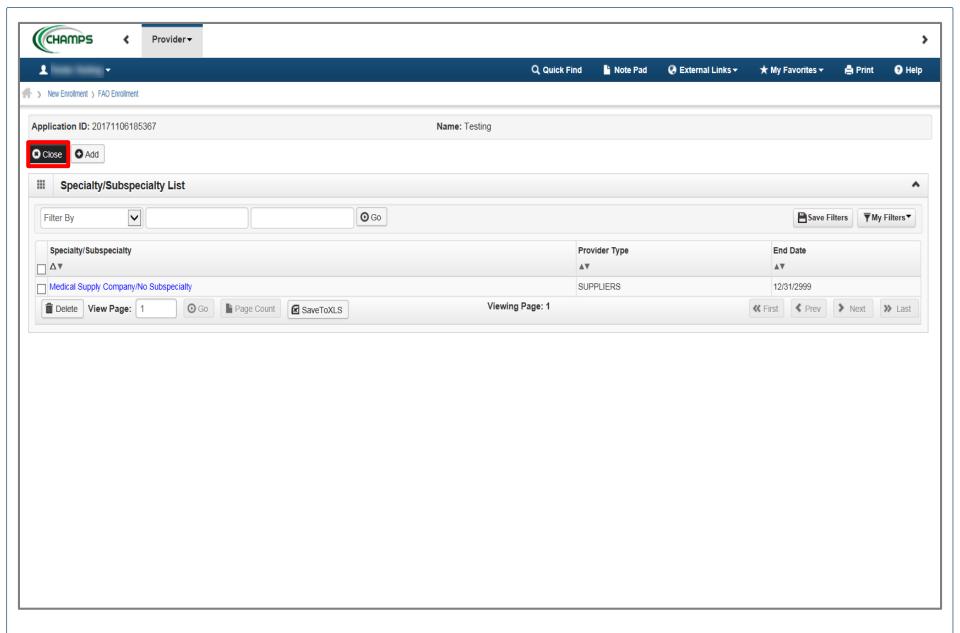
- Choose appropriate Location, Provider Type, and Specialty (Please Note: There is no need to fill in an End Date)
- Dependent on the Specialty chosen, Available Subspecialties will populate





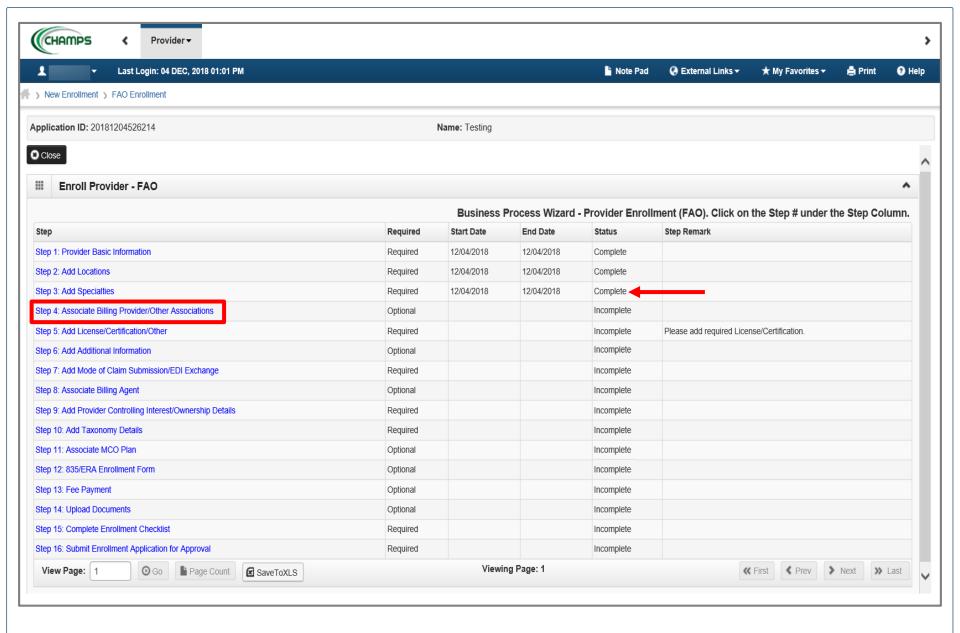
- When Provider Type and Specialty have been chosen, the available subspecialties will be listed
- Select Available Subspecialties, click >> to add to Associated Subspecialties list
- When complete, click Ok





• Once all Specialties/Subspecialties have been added, click Close





- Step 3 is complete
- Click on Step 4: Associate Billing Provider/Other Associations



Provider Enrollment Resources

• **Provider Enrollment website:** http://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_42542_42543_42546_85441---,00.html

SIGMA:

- New Facility/Agency/Organization (FAO) Providers must register with SIGMA as Vendors
- Please visit: Michigan.gov/SIGMAVSS

Trainings:

- CHAMPS Enrollment Application: FAO User Guide
- Domain Administrator Functions

Forms:

- Electronic Signature Agreement Cover Sheet (MDHHS-5405)
- Electronic Signature Agreement (<u>DCH-1401</u>)

Provider Enrollment:

- 1-800-292-2550
- ProviderEnrollment@Michigan.gov
- ProviderSupport@Michigan.gov

